



JAY DARDENNE  
LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS  
DEPUTY SECRETARY

DESIRÉE W. HONORÉ  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 2011-028

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

**FROM:** Rikki Nicole David, PHR RND  
Human Resources Director

**SUBJECT:** Procedures for Filling Positions Under Rule 22.2

**DATE:** September 9, 2011

According to the provisions of Civil Service Rule 22.2, no position at or above the pay ranges of AS-620, SS-419, PS-115, WS-218, or TS-315 may be filled on a permanent basis from the date of any election for a statewide elected office (October 22, 2011) through Inauguration Day (January 9, 2012).

The only methods by which vacancies in the above referenced jobs may be filled without prior approval of the Civil Service Director are by restricted appointment, job appointment, and detail-to-special duty. Vacancies in these jobs cannot be filled on a permanent basis through a probationary or permanent appointment into a regular, ongoing position. This also applies to promotions and transfers into an agency while on permanent status.

Please make this information available to appropriate staff. If you have any questions, please contact the Human Resources Division at (225) 342-0880.

RND:ch  
c: Personnel Liaisons

### Please Post and Circulate